

SELECTMEN'S MEETING – NOVEMBER 5, 2008

*Minutes are not final until reviewed and approved by the Board.
Review and approval of minutes generally takes place at the next regularly scheduled meeting.*

ATTENDANCE

Selectmen Nancy L. Carlson, Bruce L. Tatro, and Deborah J. Davis. Town Administrator Elizabeth Fox also was present.

FINANCIAL MATTERS

Selectmen reviewed and approved accounts payable and payroll manifests.

CALL TO ORDER

Chairman Carlson called the meeting to order at 6:20 p.m.

INFORMATION

Investment interest rates Fox reported that rates on the Town's MBIA account went from 2.34% on October 1 to 1.16% on October 31.

Fuel assistance program Selectmen reviewed information on Southwest Community Service's current fuel assistance program. Brochures are available to the public in the main hall.

Elderly exemption information For discussion at a future meeting, Selectmen received information regarding the Town's current elderly exemption program. In anticipation of a 2009 revaluation, Selectmen may consider updating Town numbers.

Truck sale Selectmen reviewed a flyer for the current truck for sale. Fox will post sale of the fire trucks shortly, with anticipated bid opening on November 19.

Swanzy voting results Selectmen reviewed totals of votes cast.

CITIZEN CONCERNS – none presented

APPOINTMENTS

8:00 – 9:30 Sidewalk Committee (see **OLD BUSINESS**)

DEPARTMENT REPORTS

6:30 – 8:00, 9:30 – 9:50 DPW Director Lee Dunham (see **OLD BUSINESS**)

NOMINATIONS -- Alternate position on the Conservation Commission

CONFIRMATIONS – none pending

ENFORCEMENT – none pending

PUBLIC HEARINGS – none scheduled

CONSIDERATION OF OLD BUSINESS

Carlton Road Extension

Selectmen discussed the November 3, 2008 draft Change Order #2 proposed to adjust the contract for work and material costs associated with the retaining wall and guardrail system improvement. Fox reported that a recent project meeting raised concern for additional safety measures, and concluded that a safety fence will be required. The top of the fence would be 4' higher than the top of the guardrail. FEMA staff has not yet determined whether a safety fence is eligible for FEMA funds; if it is, the additional cost to the Town will be \$643. If the

fence is not eligible, the additional cost to the Town will be \$7,293 or less, due to small surpluses in other parts of the project's estimate.

Motion by Tatro to authorize to execute Change Order #2 for the addition of the safety fence. Second by Davis. All in favor.

Selectmen discussed options for traffic control measures once the new road is opened (after installation of the guardrail). Dunham recommended measures to encourage use of Carlton Road rather than Webber Hill Road. The group discussed maximizing safety at the Carlton Road-Webber Hill Road intersection. Selectmen authorized Fox to post a public hearing to propose a 4-way stop at the intersection of Carlton and Webber Hill Roads.

Budget 2009 Selectmen and DPW Director Lee Dunham reviewed budget proposals for highways, streets, bridges, cemeteries, parks, facility maintenance, streetlights, and dams.

Department of Public Works Selectmen discussed filling a vacant DPW position with a temporary/seasonal full-time employee who would work between December 1 and April 1 for up to 40 hours/week, with no benefits, resulting in savings over the previous year's salary budget.

Selectmen recommended funding IT support for GPS mapping in increments, reducing the 2009 request to \$2,000. The group agreed to increase the budget for salt and calcium from \$73,000 to \$92,000. If weather permits, Dunham intends to stripe crosswalks in 2008, and is considering developing a plan to spread out road striping over several years.

The group discussed the need for a DPW boot policy, which Dunham said he would develop. Dunham will return to the Board in a week with a comprehensive plan for 2009 repairs to roads.

Selectmen reiterated their policy that all Town staff turn off idling vehicles. Dunham said that he will work to enforce the policy among DPW workers. Fox suggested that DPW workers might consider tracking vehicle usage to help find ways to maximize efficiency.

Cemetery and Parks Selectmen revised the salary budget to reflect staffing practices; Fox and Dunham will further develop the figures. The group eliminated cemetery paving and waterline replacement. Those present observed that the cost of fertilizer has skyrocketed. Dunham will bring details regarding frequency of fertilizer application. Fox raised concern about frequency of cleaning the dumpster. The group talked about responsibilities for cleaning facilities at the ball fields, and maintaining lights.

Capital reserve and expendable trust – discussion deferred to the November 12 meeting.

Sidewalk Committee Selectmen met with Sidewalk Committee members to discuss signage for the new dog waste ordinance, the Committee's work plan for 2008 and 2009, coordinating projects and bidding with the Department of Public Works, and replacing the sidewalk tractor.

Signage for dog waste ordinance The group discussed strategic placement of signs in all areas of Swanzey served by sidewalks and at Brown Field. Sidewalk Committee members recommended informing citizens of the existence of the ordinance when they license their dogs. Sidewalk Committee members expressed willingness to acquire and install signs. Fox recommended that Committee members review the sidewalk map, determine strategic locations for sign placement, and calculate the number of required signs. The group discussed whether the Committee also would provide collection bags, and agreed that dog owners should be responsible for disposing of the waste.

Sidewalk work plan Committee members reported no activity in 2008. Repairs are planned for Maple Street and Spring Street in 2009. The group discussed South Grove Street sidewalk repairs, noting that the road is scheduled for widening, probably in 2010 (exact date

to be determined by the 2009 road work plan Dunham will be developing in the near future). However, variations in width of the road right-of-way may necessitate some land acquisition. A possible solution is a shared road shoulder. Sidewalks along Christian Hill Road may be part of the 2009 plan, after removal of electric poles.

The group discussed increasing efficiency by coordinating bids for road and sidewalk repairs; Sidewalk Committee members now contact Dunham before initiating new projects, and put out to bid any projects that they undertake independently of road work. Code Enforcement Officer Weston said that any new sidewalk work must be constructed to ADA specifications.

Sidewalk plow Carlson said that the current machine likely will operate for one more winter, but will need replacement soon. Dunham recommended that the replacement vehicle be multi-purpose, for year-round use, and reported on research he has conducted regarding manufacturers and models of sidewalk plows.

The group discussed the difference in cost between used and new machinery. Dunham said that he had determined that a new trackless tractor with attachments for snowblowing, sanding, sweeping, and plowing would cost approximately \$105,650. For comparison, he said that he had located a used trackless tractor (with under 1,000 hours) for sale without attachments; the total price with attachments purchased separately was \$95,891. (Other towns or cities, the most likely source of used equipment, typically shift old accessories to new machines.) Dunham said that 20 years of service was a reasonable expectation.

In anticipation of the December deadline for warrant articles, and January public hearings, Carlson asked Sidewalk Committee members to begin considering a purchase. Sidewalk Committee members reported that, at a prior meeting, the Committee had voted to pay 1/3 of the purchase price, with the understanding that the new tractor would be used throughout Town. Selectmen proposed that the cost be divided evenly between Town and the Sidewalk Committee funds. Fox said that an outright purchase may not be possible during the current budget cycle, and instead recommended spreading the expense (approximately \$23,530/ year) over five years as a lease purchase from the manufacturer. With a 50/50 division of the expense, each organization could expect to spend approximately \$11,750/year. The two groups agreed to meet again to further discuss financing and leasing.

Sale of Surplus Fire Trucks Selectmen continued discussions regarding disposal of the 1971 and 1977 Mack trucks and minimum bid value to set on each truck. Tatro and Fire Chief Skantze have consulted regarding a minimum bid.

Motion by Tatro to set \$1,500 as the minimum bid for each truck. Second by Davis. All in favor.

CONSIDERATION OF NEW BUSINESS

Conservation Commission nominations Selectmen reviewed two nominations for an alternate's position. The Board will delay consideration until the November 12 meeting, and will not request that nominees be present.

CDBG Contract - SWRPC Page Homestead Block Grant Selectmen Fox reported that Southwest Region Planning Commission administers the grant.

Motion by Davis to authorize Carlson to sign on behalf of the Board. Second by Tatro. All in favor.

Tax Rate 2009 Selectmen reviewed the proposed rate, a 25% increase over the prior year. Fox reported that tax bills will be mailed on November 14.

Cub Scouts Cub Scouts will attend the November 12 Selectmen's meeting to observe local government in action.

CONSENT AGENDA

1. Transfer of Land Use Change Tax receipts to Conservation Fund pursuant to 1995 Town Meeting vote.
2. Letters of appreciation – poll workers and poll volunteers, members of Christian Life Fellowship, town DPW, Police and Fire personnel.

Motion by xx to approve the consent agenda; second by xx. All in favor.

CONSIDERATION OF MINUTES

Motion by Tatro to approve, as printed, the minutes of the October 29, 2008 regular meeting, and the October 29, 2008 non-public session. Second by Davis. All in favor.

NON-PUBLIC SESSIONS – none scheduled

ADJOURNMENT

Motion by Carlson to adjourn; second by Davis. All in favor. The meeting adjourned at 10:00.

Submitted by

Victoria Reck Barlow
Recording Secretary

LIST OF FUTURE AGENDA/PENDING ITEMS

1. Personnel policy updates – drafting of updates ongoing. Distribution pending.
2. Display on Route 12 (pending enforcement issue) referred to Weston.
3. Disposition of South Grove Street Land acquired by tax deed - pending.
4. RFP – Town Facilities assessment.
5. Hiring – Department of Public Works (1 full time positions).
6. Subdivision Road Standards. Draft developed by DPW Director Dunham distributed to Selectmen. Review pending. Winter Maintenance draft – revisions to priority section requested.
7. NHDOT Projects – development of scope of work and fee proposals for fire suppression systems pending response from NHDOT.
8. WS Sidewalk Committee – work plans & process 2008? Equipment Budget 2009.
9. Conversion of 1997 DPW truck to forest fire vehicle pending/Fleet assessment & disposition of excess vehicles pending.
10. Street Addressing Committee. Review of file and project status underway. Committee meeting to be scheduled.
11. Discussion, defining roles and responsibilities between Selectmen, DPW and West Swanzey Sidewalk Committee. Research underway.
12. Town ordinances – Fireworks. Further consideration deferred to allow for input of full time fire chief following hiring.
13. Carpenter Home Properties – Discussion with counsel re: options. Authorization to investigate pending.
14. Westbrook Court – Class VI – Camuso (Richmond).